

**CONFIDENTIAL**

16 October 1956

MEMORANDUM FOR: Chief, Intelligence School

SUBJECT: Week of 9 - 16 October 1956

# 1. Courses. The first of the two presentations of Management (Special) planned for OSI is being given this week [ ] This is an intensive one week, day and evening presentation designed especially for the senior members of OSI. A total of 15 persons ranging in grade to GS-18 are attending. 25X1

Basic Management #28, GS 12-14 is in its second week. One student who withdrew from BM #27 has been admitted to the second week, making a total of 19 in attendance.

2. Staff Load. The presentation of the two courses simultaneously with the advance preparation for next week's Basic Supervision has severely taxed our limited staff. It should be noted that of the more than 60 hours to be given this week, fewer than 6 hours will be presented by non-staff personnel.

It is also to be noted that in addition to the normal administrative requirements, all three courses usually involve the inclusion of new material and the revision of student kits. Obviously the changes in the present runnings have to be held to a minimum but we would nevertheless like to note the value of the services of Mrs. [ ], who in addition to carrying the administrative and clerical burden of the two current courses (including three days to be spent at [ ]) is making the necessary preparations for the coming Basic Supervision. 25X1 25X1

[ ] 25X1  
Chief, Management Training

25 YEAR RE-REVIEW

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